



LFUCG Department of Social Services

Title: Commissioner's Office Intern – Department of Social Services

Salary: This is a non-paid position

Hours: Approximately 20 hours/week, Monday-Friday. Open during fall and spring semesters.

Objective: This internship will provide a currently enrolled MSW graduate student with experience in the administration of social services working in the LFUCG Department of Social Services Commissioner's Office. Intern will assist with program development, grant research, partner agency outreach and strategic planning.

Duties:

- Community contact through meetings/email/phones
- Preparing programs and staffing provider cabinet meetings
- Perform grant research and application duties

Requirements:

- Excellent writing and communication skills
- Knowledge of social service policy and community outreach programs
- Ability to work independently
- Computer proficiency: MS Office, internet, etc.
- Candidate must be enrolled in graduate school and seeking Masters of Social Work degree
- Candidates are subject to a background check and must submit confidentiality agreement

Application Instructions: Please submit Department of Social Services application, resume and writing sample to Trina Brown: tbrown@lexingtonky.gov